



UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1100

JUN 2, 2004

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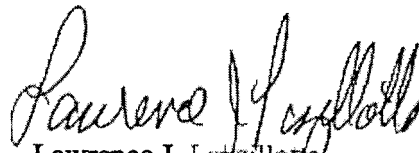
**MEMORANDUM FOR SECRETARIES OF THE *MILITARY* DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL **TEST AND EVALUATION**  
DIRECTOR, ADMINISTRATION **AND MANAGEMENT**  
DIRECTOR PROGRAM ANALYSIS **AND EVALUATION**  
DIRECTOR, **NET** ASSESSMENT  
DIRECTOR, FORCE SFO OR MAT ION  
DIRECTORS OF **THE DEFENSE** AGENCIES  
DIRECTORS OF **THE DOD FIELD A****

**SUBJECT:** Unused Airline Tickets

A **General** Accounting Office audit (GAO-04-398) of **unused** airline tickets **identified** control weaknesses that led to millions of dollars wasted on **unused** airline tickets. Unused electronic or paper airline tickets obtained in conjunction with official travel have a monetary value that must be refunded to the Department.

DoD **Components** and Defense Agencies will cancel **any** ticket that is **unused** after 30 days from the travel **date** of the last unused segment and initiate **refund** action. DoD Components and Defense Agencies will submit a quarterly **unused** ticket report (format attached) to the Travel **Card** Program Management Office, **Defense Finance and Accounting Service**. The initial report is due by October 15, 2004, for fourth quarter **fiscal** year **2004**.

My staff point of contact on this matter is MAJ **Glenn Simpkins, DFAS-Dm**. He may be contacted by e-mail: glenn.simpkim@dfas.nmil or by telephone at (703) 607-5040.

  
Lawrence J. Latzillorta  
Acting

Attachment:  
As stated

CG: **OUSD (AT&L) (TP)**